

## Cataloging Equipment

### Step 1:

In cataloging window choose Add title

In type choose:

Find Equipment with Title **camera**

Title search for the broad term of the equipment title

Find something similar

Duplicate and change as needed.

Tags Subfield

040 x x Cataloging Source (**UtSaJHS**) or your school code

245 a Title (**Digital camera**)

h [realia] :

b Brand model number / (**Cannon PowerShot A520**)

c Manufacturer. (**Cannon U.S.A., Incorporated**)

246 a Variation of title (no punctuation) add as needed  
(**Camera**) or (**PowerShot**) etc.

250 a Edition or model number (**PowerShot A520**)

260 a Manufacturer location or company headquarters (look on  
equipment) :

(**Lake Success, NY**) (**Japan**)

b Company name or manufacturer, (**Canon U.S.A., Incorporated**)  
(**Kyanon Kabushiki Kaisha**)

c Manufacture date put in [201-] if not on equipment. (**2006-**)

300 a name equipment in very generic form : (**1 digital camera**)

b description if applicable ; (**silver, metal**)

c dimensions in cm. + (**23 x 15 x 6.7 cm.**)

e items that came with the equipment. (**AV cable, wrist strap, etc.**)

538 a System details

590 a Local information (school 3-digit code followed by asset ; s/n)  
(**154-C00013 ; s/n 06221212246**)

650 0 Audio-visual equipment.

7 a Teaching

x Aids and devices.

2 sears

710 Corporation Name